

25 January 2023

Dear Parents and Parent Liaisons,

**RE: 2023 Primary School Information**

Welcome to the beginning of the 2023 School year in the Primary School.

We are looking forward to welcoming all Primary School ELC-Year 6 students on Tuesday January 31.

**2023 Drop Off and Pick up Arrangements:**

During the recent COVID affected years we asked parents to stay off campus as much as possible to lessen the impact of the virus on the School Community.

Although we still ask all families to be vigilant and sensible around COVID matters, we are now able to welcome parents back into school grounds, specifically into the Old Heidelberg Road area outside the Junior Building.

We do ask that parents avoid the Basketball Court area due to buses, before and after school programs and class activities.

We will trial the following arrangements from the beginning of Term 1:

**Before School:**

**Prep:**

Prep parents will be permitted in classrooms for the first week at drop off time while students are settling in. We will update parents about arrangements after week one.

**Years 1-6**

Parents are welcome to come in through the main gate (near the front office) and walk their child to the respective building. **Parents are not permitted in the building unless they have a prior appointment with the teacher or have an urgent reason.** Students are very capable and will be able to hang up their own bag and organise their belongings, with staff help if needed. Classroom doors open at 8.20am Prep-Year 6 and 8.30am for ELC.

**The only exception to this will be the first day back, when parents are welcome to help their child carry bags and books.**

**After School :**

Parents are asked to wait **outside the school buildings** and are welcome to wait in the old Heidelberg Road section inside the gate.

Each Year Level (Prep-4) will have a designated collection area just outside the Junior Building.

Students in Years 5 and 6 should have meeting arrangements in place with a parent or caregiver.

Students are not permitted to play in the yard after school and should head home promptly. The only exception to this is bus travellers and students with siblings in secondary school.

If parents cannot collect their child within 30 mins of dismissal, they should enrol in the Camp Australia Out of School Hours Care program. Students attending OSHC will go directly from class to the program in Room A201 in the Junior Building.

Please ensure your child knows your collection arrangements each day.

## Other Reminders and Updates

- A new Primary Classroom map indicates updated room locations. Years Prep to 4 are all located in the Junior Building, opposite School Reception. Years 5-6 classrooms are in the downstairs wing off the administration corridor. Please see room map included in this notice. Staff will be on hand Tuesday morning to direct students. Doors will open at 8.20am for Primary classes and 8.30am for ELC.
- Please do not park in the no-standing zone in Old Heidelberg Rd, or in a disabled parking bay unless entitled to do so. The safety of our school community is paramount and relies on everyone following the road and parking laws.
- Students should bring **all their books and equipment** to school on the first day.
- Prep students finish school at 12.15pm for the first week only, thereafter, attend full time.
- ELC students will have received an orientation timetable from Mrs Munro.
- The school canteen will operate from Tuesday 31 January via the Spriggy Schools app. (for lunch orders) and over the counter sales.
- Primary students **MUST** have the school hat for the beginning of the term for all outdoor activities and the 'no hat, no play' rule is enforced.
- Tuesday 31 January is a Day 2 on the Timetable. Students and parents will receive notification when SCHOOLBOX and TEAMS accounts can be accessed for 2023.

Your Sincerely,



Tracey Nicholson  
Assistant Principal, Head of Primary

